

DSS/SETA TRAINING REQUIREMENT REQUEST		
Request subject/topic:		Is request required by regulation and/or policy? If yes, identify.
What problem are you trying to solve?		Date:
REQUESTOR		
Requestor Name:		DSN:
Email Address:		Phone:
Stakeholder (OSD/DSS Senior Management) Contact Information (if applicable):		
Customer Contact Information (individual/activity who utilizes SETA products/services):		
Sponsor Contact Information (individual/activity who assists/collaborates in development of SETA products/services) (if applicable):		
Subject Matter Expert Contact Information (if applicable):		
Proposed Target Audience: <input type="checkbox"/> Senior management <input type="checkbox"/> Mid managers <input type="checkbox"/> First line supervisors <input type="checkbox"/> Entry level personnel <input type="checkbox"/> Journeyman level <input type="checkbox"/> Expert level <input type="checkbox"/> Systems/technical professionals <input type="checkbox"/> Program/administrative support <input type="checkbox"/> Other		Why is product/service needed?  <input type="checkbox"/> Fulfill a training requirement (If so, identify) <input type="checkbox"/> Required by supervisor <input type="checkbox"/> Required by participant for professional development <input type="checkbox"/> Encouraged by agency/company to participate <input type="checkbox"/> Other
What is the estimated annual population for this product/service?		
How will this product/service be applied in the workplace?		
What are the performance goals? For example, complete this statement: At the end of this training, the students should be able to_____.		
Other products that currently address this issue:		
Can you provide resources (e.g. money, personnel and requirement related documentation)?		
Additional information/Support POC:		Time requirement:

Submit by: Email [security.awareness@dss.mil](mailto:security.awareness@dss.mil) or Fax (410) 865-3159

Contact the DSS/SETA Resource Center at [security.awareness@dss.mil](mailto:security.awareness@dss.mil) or 410-865-3121 for more information.